

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
-------------------------------------	--------------------------------------	----------------	--------------------	---------------

Goal 1: Project the need for, provide, and maintain safe and comfortable, work environments for City personnel.

1 Objective	Update office space needs survey.			
1.1 Action	Write RFP for needs survey	Completed	Current	Current
1.2 Action	Review proposals	Completed	Current	Current
1.3 Action	Award contract	Under review	Current	50,000
2 Objective	Consider innovative options for adequate space.			
2.1 Action	Form committee to review options	Completed	Current	Current
2.2 Action	Review lists of contiguous building available for rebuild	Completed	Current	Current
2.3 Action	Review Noah Hillman Parking Garage site	Under review	Current	Current
2.4 Action	Consider lease/buy opportunities	Under review	Current	Current
2.5 Action	Present viable options for decision	April 2006	Current	Current
3 Objective	Conceptual design stage.			
3.1 Action	Based on decision create Architectural RFP	March 2006	Current	Current
3.2 Action	Architect on Board	April 2006	Current	Current
3.3 Action	Preliminary Budget Proposals on suitable designs	July 2006	Current	Current
3.4 Action	Design Concept Approval	July 2006	Current	Current
4 Objective	Design and build			
4.1 Action	Create RFP for construction	July 2006	Current	Current
4.2 Action	Award contract for construction	August 2006	Current	Current
4.3 Action	Coordinate and deliver to DPW	August 2006	Current	Current

Goal 2: Management of adjunct facilities for the City's Market House and Parking Facilities.

1 Objective	Market House renovation and reopening.			
1.1 Action	Task Force Report	Completed	Current	Current
1.2 Action	Review report create design RFP and review proposals and award contract	December 2005	Current	Current
1.3 Action	Design concept period	Dec-Jan 2005	Current	Current
1.4 Action	Create const. RFP based on design concepts and review proposals	January 2006	Current	Current
1.5 Action	Renovate Structure	Jan-Apr 2006	Current	Current
2 Objective	Police Department construction			
2.1 Action	Construction Phase I	Underway	Current	Current

DEPARTMENT: Central Services Administration DIRECTOR: Emory Harrison

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
2.2 Action	Construction Phase II	April 2006	Current	Current
2.3 Action	Completion	August 2006	Current	Current
3 Objective	Valet parking downtown			
3.1 Action	Open	May 2006	Current	Current
3.2 Action	Close	Sept 2006	Current	Current
4 Objective	Improve customer service at City controlled garages			
4.1 Action	Hire additional personnel	Completed	Current	Current
4.2 Action	Improve Customer Service training	July 2006	Current	Current
4.3 Action	Improve signage	July 2006	Current	Current
Goal 3: Manage telecommunications for City personnel including cell, land line, and oversight of system purchasing				
1 Objective	Provide effective and efficient telecommunications service			
1.1 Action	Assist MIT in providing network service	Sept 2005	Current	Current
1.2 Action	Maintain telephone systems - phone changes / renewals	Continuing	Current	Current
1.3 Action	Implement VOIP communication systems	APD - March City Hall - June	Current	Current
1.4 Action	Manage cell phone & pager services	Continuing	Current	Current
1.5 Action	Manage all landline / dataline phone services	Continuing	Current	Current
2 Objective	Install VOIP Phone System at APD			
2.1 Action	Phase I	March 2006	Current	Current
2.2 Action	Phase II	August 2006	Current	Current
3 Objective	Install VOIP Phone System at City Hall Campus			
3.1 Action	Design	Sept 2005	Current	Current
3.2 Action	Installation	June 2006	Current	Current

DEPARTMENT: Central Services Administration

DIRECTOR: Emory Harrison

Performance Measure Worksheet

EXCEL Program Goal	Efficiency Measure / Indicator				
	FY 05		FY 06		FY 07
	Goal	Actual	Goal	Estimated	Goal
Goal 1 Project the need for, provide, and maintain safe and comfortable, work environments for City personnel.					
1.3	N/A		N/A		
2.3	N/A		N/A		
2.3	N/A		N/A		
Goal 2 Management of adjunct facilities for the City's Market House and Parking Facilities.					
1.3	N/A		N/A		
2.3	N/A		N/A		
2.3	N/A		N/A		
Goal 3 Manage telecommunications for City personnel including cell, land line, and oversight of system purchasing					
1.3	N/A		N/A		
2.3	N/A		N/A		
2.3	N/A		N/A		

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division Central Services Administration Fund and Division # 110-41971

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$88,660	\$92,360	\$81,235	\$102,670	\$154,950
Benefits	33,922	35,425	46,939	45,910	50,690
Supplies	0	0	0	360	360
Utilities	0	0	0	0	0
Education and Travel	0	0	538	790	790
Repair and Maintenance	0	0	0	0	0
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	118,000	0	0	0	0
Capital Outlay	0	0	0	0	0
Total	\$240,582	\$127,785	\$128,712	\$149,730	\$206,790

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Central Services Administration Fund and Division # 110-41971

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$154,950	Appropriation needed as calculated on personnel detail.
Benefits	\$50,690	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$360	General office and computer supplies
Utilities	\$0	Utilities included under General Government Buildings
Education and Travel	\$790	Workshops; training seminars; Professional meetings
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	

Total \$206,790

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division Central Services Administration Fund and Division # 110-41971

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$102,670	\$102,670	\$52,280	\$154,950	Move Parking Coordinator from Police
Benefits	45,910	50,690		50,690	
Supplies	360	360		360	
Utilities	0	0		0	
Education and Travel	790	790		790	
Repair and Maintenance	0	0		0	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	0	0		0	
Capital Outlay	0	0		0	
Total	\$149,730	\$154,510	\$52,280	\$206,790	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division

Central Services Administration

Fund and Division # 110-41971

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$88,660	\$92,360	\$81,235	\$102,670	\$154,950
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$88,660	\$92,360	\$81,235	\$102,670	\$154,950
Benefits	33,922	35,425	46,939	45,910	50,690
Personnel Totals	\$122,582	\$127,785	\$128,174	\$148,580	\$205,640
<u>Staffing Summary</u>					
Permanent Positions	1	1	1	1	2
Temporary Positions	0	0	0	0	0

DEPARTMENT: Purchasing

DIRECTOR: Emory Harrison

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
Goal 1 Manage the procurement process for the City				
1 Objective	Provide purchasing support for all City departments	On-going	Current	Current
1.1 Action	Maintain timely processing of requisitions for goods and services	On-going	Current	Current
1.2 Action	Manage formal RFP process for bids \$10K+ to include (a) Advertising, (b) pre-bid meeting, (c) Review bids, (d) Award contract	On-going	Current	Current
1.3 Measure	80% of all requisitions processed in 5 working days. Formal RFP's processed within 30 days	On-going	Current	Current
2 Objective	Obtain competitive pricing to maximize purchasing power of City	On-going	Current	Current
2.1 Action	Review available Cooperative Purchasing contracts, ie BRCPC, State & County, to utilize existing competitive prices	On-going	Current	Current
2.2 Action	Identify contractors and obtain written or verbal quotes for various goods and services	On-going	Current	Current
2.3 Action	Evaluate the eMaryland Market Place system for possible implementation at the City level	On-going	Current	Current
2.4 Measure				
3 Objective	Monitor MBE participation on City contracts	On-going	Current	Current
3.1 Action	Increase vendor base through coordination with MBE Officer	On-going	Current	Current
3.2 Measure	Increase MBE participation	On-going	Current	Current
4 Objective	DBE Report	On-going	Current	Current
4.1 Action	Educate departmental personnel about purchasing policies and procedures	On-going	Current	Current
4.2 Measure	Sponsor departmental workshops	On-going	Current	Current
5 Objective	Arrange meetings with suppliers	On-going	Current	Current
5.1 Action	Monitor environmentally preferable purchasing policy	On-going	Current	Current
5.2 Measure	Coordinate Task Force Meetings	On-going	Current	Current
5.3 Action	Maintain product awareness and evaluation	On-going	Current	Current
5.4 Measure				

DEPARTMENT: Purchasing

DIRECTOR: Emory Harrison

Performance Measure Worksheet

EXCEL Program Goal	Efficiency Measure / Indicator				
	FY 05		FY 06		FY 07
	Goal	Actual	Goal	Estimated	Goal
Goal 1 Manage the procurement process for the City					
Purchase orders processed	2,124	2,110	2,133	2,000	2,030
Total dollar amount of PO's	\$16.1M	\$22.7M	\$19.6M	\$20M	\$20M
Formal IFB/RFP packages	32	26	28	30	30
MBE/WBE vendor base	605	628	645	650	665
MBE/WBE - total dollars	\$1.5M	\$4.7M	\$2.8M	\$5.0M	\$2.0M
MBE/WBE - percent of total dollars	9.5%	20.8%	13.5%	25%	10%

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

Central PurchasingFund and Division # 110-41973

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$163,285	\$175,230	\$162,872	\$187,420	\$188,470
Benefits	48,281	45,760	54,633	54,030	59,000
Supplies	9,741	12,249	11,453	12,020	12,020
Utilities	0	0	0	0	0
Education and Travel	2,894	3,607	2,054	4,520	4,520
Repair and Maintenance	358	700	692	700	700
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total	\$224,559	\$237,546	\$231,704	\$258,690	\$264,710

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Central Purchasing Fund and Division # 110-41973

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$188,470	Appropriation needed as calculated on personnel detail.
Benefits	\$59,000	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$12,020	General office and computer supplies
Utilities	\$0	Utilities included under General Government Buildings
Education and Travel	\$4,520	Milage for POV travel
Repair and Maintenance	\$700	Computer, fax, time clock and printer repairs
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	
Total	<u><u>\$264,710</u></u>	

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division

Central Services PurchasingFund and Division # 110-41973

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$187,420	\$188,470		\$188,470	
Benefits	54,030	59,000		59,000	
Supplies	12,020	12,020		12,020	
Utilities	0	0		0	
Education and Travel	4,520	4,520		4,520	
Repair and Maintenance	700	700		700	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	0	0		0	
Capital Outlay	0	0		0	
Total	\$258,690	\$264,710	\$0	\$264,710	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division

Central Purchasing

Fund and Division # 110-41973

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$163,285	\$175,221	\$162,872	\$187,420	\$188,470
Overtime	0	9	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$163,285	\$175,230	\$162,872	\$187,420	\$188,470
Benefits	48,281	45,760	54,633	54,030	59,000
Personnel Totals	\$211,566	\$220,990	\$217,505	\$241,450	\$247,470
<u>Staffing Summary</u>					
Permanent Positions	3	3	3	3	3
Temporary Positions	0	0	0	0	0

DEPARTMENT ENHANCEMENT SUMMARY FORM

Department Central Services - Purchasing

Form #	Enhancement Title	Short Description	Enhancement Amount
1	Supplies	More advertisements and more publications	1,000.00
2	Training & Education	Procurement seminar for new buyer	680.00

Total \$1,680.00

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - Purchasing</u>		Form #	<u>1</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>	
Enhancement Title	<u>Supplies</u>	Enhancement Amount	<u>\$1,000.00</u>	

Description/Justification:

Due to the increase in advertisement costs and additional publications the ads must be placed in it is necessary to increase the budget amount. Otherwise day to day supplies that are needed to operate the office will not be able to be purchased because funds will not be available.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - Purchasing</u>		Form # <u>2</u>
Maintain Current Service Level	<u>X</u>	New Service	<u> </u>
Enhancement Title	<u>Training & Education</u>	Enhancement Amount	<u>\$680.00</u>

Description/Justification:

Due to retirement of staff personnel, I anticipate sending new personnel to procurement training classes through National Institute of Governmental Purchasing (NIGP). Current costs for 1-3 days courses are \$150-550, plus travel expenses. Formal training and ultimately, profession certification, will improve the efficiency and effectiveness of the new buyer.

DEPARTMENT: General Government Buildings

DIRECTOR: Emory Harrison

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
-------------------------------------	--------------------------------------	----------------	--------------------	---------------

Goal 1 Implement the approved Capital Improvement Program

1 Objective	Coordinate the design and construction of all projects within the City Capital Improvement Plan			
1.1 Action	Assist finance in developing Capital Program	Underway	Current	Current
1.2 Action	Assist Public Works in obtaining the design and construction of services for funded project	Continual	Current	Current
1.3 Action	Monitor C.I.P. for cost and progress against budget	Continual	Current	Current
1.4 Action	Award contracts and facilitate procedures for same	Continual	Current	Current
1.5 Measure				

DEPARTMENT: General Government Buildings

DIRECTOR: Emory Harrison

Performance Measure Worksheet

EXCEL Program Goal	Efficiency Measure / Indicator				
	FY 05		FY 06		FY 07
	Goal	Actual	Goal	Estimated	Goal
Goal 1 Implement the approved Capital Improvement Program					
1.5	N/A		N/A		

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

General Government BuildingsFund and Division # 110-41975

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$48,700	\$47,373	\$43,979	\$49,810	\$49,810
Benefits	21,675	17,595	20,815	20,670	22,480
Supplies	10,944	13,606	12,083	12,180	12,180
Utilities	94,553	103,923	107,823	98,800	98,800
Education and Travel	0	0	0	0	0
Repair and Maintenance	198,797	228,027	199,372	199,600	199,600
Special Projects	0	0	0	0	0
Leases	62,784	87,380	92,050	103,050	357,030
Contract Services	132,148	129,256	125,456	154,420	154,420
Capital Outlay	0	0	0	0	0
Total	\$569,601	\$627,160	\$601,578	\$638,530	\$894,320

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division

General Government BuildingsFund and Division # 110-41975

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$49,810	Appropriation needed as calculated on personnel detail.
Benefits	\$22,480	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$12,180	Carpentry supplies, electrical supplies, Holiday greens; clothing; oil and lubricants
Utilities	\$98,800	Phone equipment in Council chamber-system charge. Fuel and electricity for City Hall and Annex.
Education and Travel	\$0	
Repair and Maintenance	\$199,600	Plumbing, roof, building, HVAC, electrical repairs.
Special Projects	\$0	
Leases	\$357,030	Rent for 123 Main Street
Contract Services	\$154,420	Janitorial, plumbing, alarm monitoring, telephone services
Capital Outlay	\$0	

Total

\$894,320

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division

General Government BuildingsFund and Division # 110-41975

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$49,810	\$49,810		\$49,810	
Benefits	20,670	22,480		22,480	
Supplies	12,180	12,180		12,180	
Utilities	98,800	98,800		98,800	
Education and Travel	0	0		0	
Repair and Maintenance	199,600	199,600		199,600	
Special Projects	0	0		0	
Leases	103,050	103,050	253,980	357,030	123 Main St & 1 month overlap
Contract Services	154,420	154,420		154,420	
Capital Outlay	0	0		0	
Total	\$638,530	\$640,340	\$253,980	\$894,320	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division

General Government BuildingsFund and Division # 110-41973

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$48,700	\$47,373	\$43,979	\$49,810	\$49,810
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$48,700	\$47,373	\$43,979	\$49,810	\$49,810
Benefits	21,675	17,595	20,815	20,670	22,480
Personnel Totals	\$70,375	\$64,968	\$64,794	\$70,480	\$72,290
<u>Staffing Summary</u>					
Permanent Positions	1	1	1	1	1
Temporary Positions	0	0	0	0	0

DEPARTMENT ENHANCEMENT SUMMARY FORM

Department Central Services - General Government Buildings

Form #	Enhancement Title	Short Description	Enhancement Amount
1	Supplies	Increase due to rise in gasoline price	650.00
2	Capital Outlay	Replace roof on PW sign shop & garage	30,000.00
3	Capital Outlay	Replace P & Z furnace	20,000.00
4	Capital Outlay	Replace City Hall furnace	35,000.00
5	Rents and Leases	Increase in rental costs	3,500.00
6	Contract services	Increase costs in janitorial, landscaping and daily maintenance expenses.	24,500.00

Total \$113,650.00

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - General Government</u>		Form #	<u>1</u>
Maintain Current Service Level	<u>X</u>	New Service	<u> </u>	
Enhancement Title	<u>Supplies</u>	Enhancement Amount	<u>\$650.00</u>	

Description/Justification:

Due to the increasing cost of fuel it is necessary to increase the supplies account accordingly. Otherwise, the purchase of day to day supplies such as carpentry and electrical supplies, Holiday greens, clothing, etc. will be affected.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - General Government Bldgs</u>		Form #	<u>2</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>	
Enhancement Title	<u>Capital Outlay</u>	Enhancement Amount	<u>\$30,000.00</u>	

Description/Justification:

Replace failing roof at Public Works sign shop and garage. The roofs are approximately 20 years old and in dire need of being replaced.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - General Government</u>		Form #	<u>3</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>	
Enhancement Title	<u>Capital Outlay</u>	Enhancement Amount	<u>\$20,000.00</u>	

Description/Justification:

Replace 40 year old furnace in Planning and Zoning. The current system is unreliable and too costly to maintain. This request is contingent on not relocating their offices.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - General Government</u>		Form #	<u>4</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>	
Enhancement Title	<u>Capital Outlay</u>	Enhancement Amount	<u>\$35,000.00</u>	

Description/Justification:

Replace 45 year old furnace in City Hall. The current system is unreliable and too costly to maintain. Parts are no longer available.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Central Services - General Government Buildings		Form #	5
Maintain Current Service Level	<input checked="" type="checkbox"/>	New Service		
Enhancement Title	Rents and Leases	Enhancement Amount	\$3,500.00	

Description/Justification:

To cover the increased cost of rent at 151 West Street, 929 West Street, and 93 Main Street. This request is contingent on the above offices not relocating.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Central Services - General Government Buildings		Form #	6
Maintain Current Service Level	<input checked="" type="checkbox"/>	New Service		
Enhancement Title	Contract Services	Enhancement Amount	\$24,500.00	

Description/Justification:

To cover the increase in janitorial services (\$20,000.00 additional for APD alone after renovations are complete), landscaping expenses and daily maintenance of aging facilities and equipment.

DEPARTMENT: Off Street Parking

DIRECTOR: Emory Harrison

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
Goal 1 Promote utilization and cost effectiveness of parking facilities.				
1 Objective				
1.1 Action	Increase rates	July 2006	Current	Current
1.2 Action	Implement residential parking discount program	July 2006	Current	Current
1.3 Measure				
2 Objective				
2.1 Action	Increase number of parking spaces by reducing number of monthly	May 2006	Current	Current
2.2 Measure				
Goal 2 Enforce municipal parking contract and regulations.				
1 Objective				
1.1 Action	Oversee management contract	Ongoing	Current	Current
1.2 Measure				
2 Objective				
2.1 Action	Bid management contract	April 2006	Current	Current
2.2 Measure				
Goal 3 Continue Valet Parking Program.				
1 Objective				
1.1 Action	Open for summer	May 2006	Current	Current
1.2 Measure				

DEPARTMENT: Off Street Parking

DIRECTOR: Emory Harrison

Performance Measure Worksheet

	Efficiency Measure / Indicator				
EXCEL Program Goal	FY 05		FY 06		FY 07
Measure: Outcome Indicator	Goal	Actual	Goal	Estimated	Goal
Goal 1 Promote utilization and cost effectiveness of parking facilities.					
Goal 2 Enforce municipal parking contract and regulations.					
Goal 2 Continue Valet Parking Program.					
Goal 4					
Goal 5					

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

OSP - Hillman GarageFund and Division # 623-44211

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	2,672	2,940	2,650	850	850
Utilities	53,542	60,690	87,318	24,300	24,300
Education and Travel	0	0	0	0	0
Repair and Maintenance	40,171	20,765	13,946	41,510	41,510
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	519,618	577,425	727,748	426,620	387,120
Capital Outlay	0	0	0	0	0
Total	\$616,003	\$661,820	\$831,662	\$493,280	\$453,780

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division

OSP - Hillman GarageFund and Division # 623-44211

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$24,300	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$41,510	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$387,120	Management contract for parking services
Capital Outlay	\$0	

Total

\$453,780

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division

OSP - Hillman Garage

Fund and Division # 623-44211

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	850	850		850	
Utilities	24,300	24,300		24,300	
Education and Travel	0	0		0	
Repair and Maintenance	41,510	41,510		41,510	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	426,620	426,620	(39,500)	387,120	Management fee adjustment
Capital Outlay	0	0		0	
Total	\$493,280	\$493,280	(\$39,500)	\$453,780	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division Hillman Garage

Fund and Division # 623-44211

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Personnel Totals	\$0	\$0	\$0	\$0	\$0
<u>Staffing Summary</u>					
Permanent Positions	0	0	0	0	0
Temporary Positions	0	0	0	0	0

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

OSP - Gotts GarageFund and Division # 623-44212

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	0	0	0	850	850
Utilities	0	0	0	29,950	29,950
Education and Travel	0	0	0	0	0
Repair and Maintenance	0	0	0	16,910	16,910
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	269,420	277,370
Capital Outlay	0	0	0	0	0
Total	\$0	\$0	\$0	\$317,130	\$325,080

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division

OSP - Gotts Garage

Fund and Division # 623-44212

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$29,950	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$16,910	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$277,370	Management contract for parking services
Capital Outlay	\$0	

Total

\$325,080

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division OSP - Gott's GarageFund and Division # 623-44212

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	850	850		850	
Utilities	29,950	29,950		29,950	
Education and Travel	0	0		0	
Repair and Maintenance	16,910	16,910		16,910	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	269,420	269,420	7,950	277,370	Management fee adjustment
Capital Outlay	0	0		0	
Total	\$317,130	\$317,130	\$7,950	\$325,080	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division

Gott's Garage

Fund and Division #

623-44212

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Personnel Totals	\$0	\$0	\$0	\$0	\$0
<u>Staffing Summary</u>					
Permanent Positions	0	0	0	0	0
Temporary Positions	0	0	0	0	0

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

OSP - Knighton GarageFund and Division # 623-44213

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	0	0	0	850	850
Utilities	0	0	0	15,000	15,000
Education and Travel	0	0	0	0	0
Repair and Maintenance	0	0	0	5,000	5,000
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	310,700	319,650
Capital Outlay	0	0	0	0	0
Total	\$0	\$0	\$0	\$331,550	\$340,500

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division

OSP - Knighton Garage

Fund and Division #

623-44213

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$850	Signs; computer supplies; paint; office supplies; plantings
Utilities	\$15,000	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$5,000	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects	\$0	
Leases	\$0	
Contract Services	\$319,650	Management contract for parking services
Capital Outlay	\$0	

Total

\$340,500

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division

OSP - Knighton Garage

Fund and Division # 623-44213

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	850	850		850	
Utilities	15,000	15,000		15,000	
Education and Travel	0	0		0	
Repair and Maintenance	5,000	5,000		5,000	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	310,700	310,700	8,950	319,650	Management fee adjustment
Capital Outlay	0	0		0	
Total	\$331,550	\$331,550	\$8,950	\$340,500	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division Knighton GarageFund and Division # 623-44213

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Personnel Totals	\$0	\$0	\$0	\$0	\$0
<u>Staffing Summary</u>					
Permanent Positions	0	0	0	0	0
Temporary Positions	0	0	0	0	0

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

OSP - Parking LotsFund and Division # 623-44220

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	0	0	0	500	500
Utilities	0	0	0	5,600	5,600
Education and Travel	0	0	0	0	0
Repair and Maintenance	0	0	0	0	0
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	41,810	43,110
Capital Outlay	0	0	0	0	0
Total	\$0	\$0	\$0	\$47,910	\$49,210

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division

OSP - Parking LotsFund and Division # 623-44220

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$500	Signs; paint; plantings
Utilities	\$5,600	Lights; signs; ticket machines;
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$43,110	Management contract for parking services
Capital Outlay	\$0	
Total	<u><u>\$49,210</u></u>	

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division

OSP - Parking Lots

Fund and Division # 623-44220

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	500	500		500	
Utilities	5,600	5,600		5,600	
Education and Travel	0	0		0	
Repair and Maintenance	0	0		0	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	41,810	41,810	1,300	43,110	Management fee adjustment
Capital Outlay	0	0		0	
Total	\$47,910	\$47,910	\$1,300	\$49,210	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division Parking LotsFund and Division # 623-44220

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$0	\$0	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$0	\$0	\$0	\$0	\$0
Benefits	0	0	0	0	0
Personnel Totals	\$0	\$0	\$0	\$0	\$0
<u>Staffing Summary</u>					
Permanent Positions	0	0	0	0	0
Temporary Positions	0	0	0	0	0

DEPARTMENT ENHANCEMENT SUMMARY FORM

Department Cental Services - Off Street Parking

Form #	Enhancement Title	Short Description	Enhancement Amount
1	Hillman Garage - Professional Services	Decrease in Parking Program Enhancement of (\$50,000) & increase in management fees of \$10,500	(39,500.00)
2	Gott's Garage - Professional Services	Increase in management fees	7,950.00
3	Knighton Garage- Professional Services	Increase in management fees	8,950.00
4	Knighton Garage -Capital Outlay	Booth consolidation	25,000.00
5	Parking Lots - Capital Outlay	Replace gates and ticket machines	20,000.00
6	Parking Lots - Capital Outlay	Lot paving	150,000.00
7	Parking Lots - Professional Services	Increase in management fees	1,300.00
8	Parking Meters - Capital Outlay	Replace parking meters	430,000.00

Total \$603,700.00

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - Off Street Parking</u>		Form # <u>1</u>
Maintain Current Service Level	<u>X</u>	New Service	<u> </u>
Enhancement Title	<u>Hillman Garage - Pro. Services</u>	Enhancement Amount	<u>(\$39,500.00)</u>

Description/Justification:

Of the \$75,000.00 in the FY06 budget for parking program enhancements only \$25,000 will be needed in FY07. An increase of \$10,500.00 is needed to cover a 3% increase cost of operating Hillman Garage.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Central Services - Off Street Parking		Form #	2
Maintain Current Service Level	X	New Service		
Enhancement Title	Gott's Garage - Pro. Services	Enhancement Amount	\$7,950.00	

Description/Justification:

An increase of \$7,950.00 is needed to cover a 3% increase cost of operating Gott's Garage.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Central Services - Off Street Parking		Form #	3
Maintain Current Service Level	X	New Service		
Enhancement Title	Knighton Garage	Enhancement Amount	\$8,950.00	

Description/Justification:

An increase of \$8,950.00 is needed to cover a 3% increase cost of operating Knighton Garage.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - Off Street Parking</u>		Form # <u>4</u>
Maintain Current Service Level	<u>X</u>	New Service	<u> </u>
Enhancement Title	<u>Knighton Garage - Capital Outlay</u>	Enhancement Amount	<u>\$25,000.00</u>

Description/Justification:

Two attendant booths at the Knighton Garage needs to be consolidated into one attendant booth to reduce operating costs. The construction of the 2 booths originally was a design error by the architect / engineer, but was missed in design review.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Central Services - Off Street Parking		Form #	5
Maintain Current Service Level	X	New Service		
Enhancement Title	Parking Lots - Capital Outlay	Enhancement Amount	\$20,000.00	

Description/Justification:

One gate and one ticket machine is in need of replacement at the Larkin Street parking lot.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Central Services - Off Street Parking		Form #	6
Maintain Current Service Level	X	New Service		
Enhancement Title	Parking Lots - Capital Outlay	Enhancement Amount	\$150,000.00	

Description/Justification:

All four parking lots, Donner, Fawcetts, South Street and Larkin Street are in desperate need of repair, repaving and restriping.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Central Services - Off Street Parking		Form #	7
Maintain Current Service Level	X	New Service		
Enhancement Title	Parking lots - Pro. Services	Enhancement Amount	\$1,300.00	

Description/Justification:

An increase of \$1,300.00 is needed to cover a 3% increase cost of operating the parking lots.

DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Central Services - Off Street Parking</u>		Form # <u>8</u>
Maintain Current Service Level	<u>X</u>	New Service	<u> </u>
Enhancement Title	<u>Parking Meters - Cap. Outlay</u>	Enhancement Amount	<u>\$430,000.00</u>

Description/Justification:

Install pay / display parking meters in Historic District.

DEPARTMENT: Market House

DIRECTOR Emory Harrison

Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
Goal 1: To assure the sale of a wide variety of high-quality foods.				
1 Objective				
1.1 Action	Bid management contract	Sept. 05	Current	Current
1.2 Action	Award Management contract	Dec. 2005	Current	Current
1.3 Measure				
2 Objective	Select Vendors			
2.1 Action		Jan-April 2006	Current	Current
2.2 Measure	Find successful vendors	April 2006	Current	Current
Goal 2: To provide a comfortable environment for the vendor and customers.				
1 Objective				
1.1 Action	Renovate Market House	Jan-April 2006	Current	Current
1.2 Measure	Complete renovations	April 2006	Current	Current

DEPARTMENT: Market House

DIRECTOR: Emory Harrison

Performance Measure Worksheet

EXCEL Program Goal	Efficiency Measure / Indicator				
	FY 05		FY 06		FY 07
	Goal	Actual	Goal	Estimated	Goal
Measure: Outcome Indicator					
Goal 1: To assure the sale of a wide variety of high-quality foods.					
1.3					
2.2 Find successful vendors					
Goal 2: To provide a comfortable environment for the vendor and customers.					
1.2 Complete renovations					

BUDGET REQUEST - OPERATING EXPENDITURES

History of Expenditures in Operating Expense Accounts

Department/Division

Market HouseFund and Division # 625-44400

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$13,474	\$14,952	\$0	\$0	\$0
Benefits	0	0	0	0	0
Supplies	456	364	8,329	560	500
Utilities	26,418	29,149	25,532	31,500	0
Education and Travel	0	0	0	0	0
Repair and Maintenance	17,141	27,741	4,768	10,000	5,000
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total	\$57,489	\$72,206	\$38,629	\$42,060	\$5,500

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Market House Fund and Division # 625-44400

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$500	Signs; display items
Utilities	\$0	Common area lighting; exterior lighting; Holiday tree
Education and Travel	\$0	
Repair and Maintenance	\$5,000	HVAC; electrical, plumbing, painting; health dept equip; concrete; window replacement
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$0	

Total \$5,500

BUDGET REQUEST - OPERATING BUDGET

Explanation of Changes in Operating Budget

Department/Division

Market HouseFund and Division # 625-44400

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$0	\$0		\$0	
Benefits	0	0		0	
Supplies	560	500		500	
Utilities	31,500	0		0	
Education and Travel	0	0		0	
Repair and Maintenance	10,000	5,000		5,000	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	0	0		0	
Capital Outlay	0	0		0	
Total	\$42,060	\$5,500	\$0	\$5,500	

BUDGET REQUEST - OPERATING EXPENDITURES

History of Personnel Expenditures and Staffing

Department/Division

Market HouseFund and Division # 623-44220

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$13,474	\$14,952	\$0	\$0	\$0
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$13,474	\$14,952	\$0	\$0	\$0
Benefits	0	0	0	0	0
Personnel Totals	\$13,474	\$14,952	\$0	\$0	\$0
<u>Staffing Summary</u>					
Permanent Positions	0	0	0	0	0
Temporary Positions	1	1	0	0	0